

Part A: Overview of the Address List Review Opportunity

Chapter 1: Introduction to the Local Update of Census Addresses (LUCA) Program

Section Summaries: What is the LUCA Program?

This program is an opportunity to review the Census Bureau's block housing unit summary lists, address list, and maps.

Training and Support

The Census Bureau will offer training workshops and instructions to help you participate. You also can call or E-mail your Regional Census Center (RCC) for assistance.

How to Participate

The Address List Review opportunity for 1999 is available to all local and tribal governments with areas that typically do not use house number and street name addresses for mail delivery. Complete and mail in the Participation Registration form and Confidentiality Agreement.

Requirements for Participation

Participants must **read, sign and return** the Confidentiality Agreement to their RCC before the Address List Review materials can be sent.

Census Bureau's Responsibilities

Provide training; provide Address List Review materials; process updates submitted by participants; recheck areas that have discrepancies; provide feedback and final determination materials.

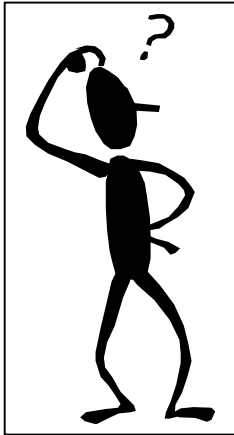
Participant's Responsibilities

Sign the Confidentiality Agreement; review and correct, where needed, the Block Housing Unit Summary List; review and update the Census Bureau maps with new streets; and return the completed Block Housing Unit summary List and corrected maps to the designated RCC.

General Flow of the Program for 1999

A simple flow chart and timeline are provided.

What is the LUCA Program?



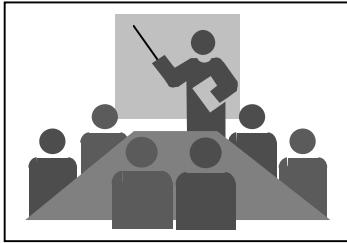
Census 2000 preparations are underway. One of the fundamental strategies for success is building partnerships at every stage of the process: partnerships with state, local, and tribal governments, as well as partnerships with other organizations and individuals interested in the success of the census. The Census Bureau welcomes the knowledge of governmental partners, and governments that participate will help assure an accurate census for their community.

The Census Address List Improvement Act of 1994 (Public Law 103-430) recognized that a complete and accurate address list and related maps are the foundation for a complete and accurate census. It also directed that the Census Bureau form partnerships with local and tribal governments willing to assist in improving the address list for Census 2000. This Address List Review opportunity, also referred to as the Local Update of Census Addresses or "LUCA" program, is the first time the law has allowed local and tribal governments to help develop the list of individual residential addresses for a decennial census.

The 1999 Address List Review opportunity replaces and improves upon the 1990 census local review program. The 1990 census local review program allowed a mere 15 days for local and tribal officials to review the number of addresses in each census block. The current Address List Review approach provides much more time for participants to organize their address records, review the related census maps, and comment on the counts of addresses for each census block.

This Address List Review opportunity also occurs at the point in Census 2000 preparatory operations when local and tribal suggestions are most valuable for taking the census. Local and tribal governments can tell us where we need to recheck the address list and maps **before** they are used to deliver questionnaires for Census 2000.

Training and Support



Training workshops conducted by Census Bureau staff are being planned to provide the “hands on” experience you need to use the Block Housing Unit Summary List, the Census address list, and Census Bureau maps. In addition to the use of materials, the workshops will review security guidelines and potential strategies for gathering and organizing local and tribal address records so you can review and comment on the block summary counts. Census Bureau staff will contact you with dates and times for training workshops.

Support for the Address List Review program is provided by staff in your RCC. Listed below are the RCCs, their phone numbers, their E-mail addresses, and the states and/or counties for which they are responsible.

RCC	Address	Telephone	E-mail	Contact	States/Counties
Atlanta	Atlanta Regional Census Center 230 Peachtree Street, Suite 600 Atlanta, GA 30303-1517	404-331-1339	atlluca@ccmail.census.gov	Skip Rose	Alabama Florida Georgia
Boston	Boston Regional Census Center 4 Copley Place, Suite 400 Boston, MA 02117	617-424-0513	bosluca@ccmail.census.gov	Lisa Reilly	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont New York*
Charlotte	Charlotte Regional Census Center 3300 International Airport Drive Suite 600 Charlotte, NC 28208	704-344-6440	chaluca@ccmail.census.gov	David Wiggins	Kentucky North Carolina South Carolina Tennessee Virginia
Chicago	Chicago Regional Census Center 111 West Jackson Blvd Chicago, IL 60604	312-353-9605	chiluca@ccmail.census.gov	Scott Deuel	Illinois Indiana Wisconsin

RCC	Address	Telephone	E-mail	Contact	States/Counties
Dallas	Dallas Regional Census Center Park Stemmons 8700 Park Stemmons Freeway, Suite 300 Dallas, TX 75247	214-655-3064	dalluca@ccmail.census.gov	Ken Harris	Louisiana Mississippi Texas
Denver	Denver Regional Census Center 11177 West 8 th Avenue, 1 st Floor Lakewood, CO 80215	303-231-5015	denluca@ccmail.census.gov	Frank McPhillips	Arizona Colorado Montana Nebraska Nevada New Mexico North Dakota South Dakota Utah Wyoming
Detroit	Detroit Regional Census Center Crowne Pointe 25900 Greenfield Road Oak Park, MI 48237	248-967-9527	detluca@ccmail.census.gov	Gary Gruccio	Michigan Ohio West Virginia
Kansas City	Kansas City Regional Census Center Executive Hills North 10015 N. Executive Hills Blvd. Kansas City, MO 64153	816-801-2010	kcluca@ccmail.census.gov	Craig Best	Arkansas Iowa Kansas Minnesota Missouri Oklahoma
Los Angeles	Los Angeles Regional Census Center 15400 Sherman Way Van Nuys, CA 91406	818-904-6415	laluca@ccmail.census.gov	Linda Akers	California* Hawaii

RCC	Address	Telephone	E-mail	Contact	States/Counties
New York	New York Regional Census Center 201 Varick Street, 9 th Floor New York, NY 13901	212-620-4803	nyluca@ccmail.census.gov	Deirdre Dalpiaz	New Jersey* New York*
Philadelphia	Philadelphia Regional Census Center 841 Chestnut Street, Suite 5101 Philadelphia, PA 19107-4499	215-597-1139	philuca@ccmail.census.gov	Matt Zimolzak	Delaware District of Columbia Pennsylvania Maryland New Jersey*
Seattle	Seattle Regional Census Center 700 5 th Avenue, 50 th Floor Seattle, WA 98104	206-553-5905	sealuca@ccmail.census.gov	Dennis Duffy Elena A. Baranov	Alaska California* Idaho Oregon

* California, New Jersey, and New York are split between five RCCs. The splits include entire counties. Below are the counties assigned to the New York and Los Angeles RCCs and which RCCs have the remainder of the state's counties.

New York RCC				Los Angeles RCC		
Bronx, NY	Kings, NY	Bergen, NJ	Essex, NJ	Fresno, CA	Imperial, CA	
Nassau, NY	New York, NY	Hudson, NJ	Middlesex, NJ	Inyo, CA	Kern, CA	King, CA
Queens, NY	Richmond, NY	Morris, NJ	Morris, NJ	Los Angeles, CA	Madera, CA	
Rockland, NY	Suffolk, NY	Passaic, NJ	Somerset, NJ	Mariposa, CA	Merced, CA	
Westchester, NY		Sussex, NJ	Union, NJ	Monterey, CA	Orange, CA	
		Warren, NJ		Riverside, CA	San Benito, CA	
				San Bernadino, CA	San Diego, CA	
				Santa Barbara, CA	San Louis Obispo, CA	
				Tulare, CA	Ventura, CA	

The balance of New York is assigned to the Boston RCC.

The balance of New Jersey is assigned to the Philadelphia RCC.

The balance of California is assigned to the Seattle RCC.

How to Participate

The 1999 Address List Review opportunity is available to all local and tribal governments that wish to participate. The 1998 phase of the program was available only for governments that had predominately house number and street name mail delivery. The 1999 phase of the program will deal with other types of addresses, such as rural route, general delivery, and P.O. Box only delivery.

The Census Bureau mailed an Address List Review Invitation Letter and the Address List Review Participation Registration form to the highest elected official of each local and tribal government. If your jurisdiction wishes to participate in the 1999 Address List Review opportunity, complete and mail in the Participation Registration form. The Census Bureau will then contact you regarding preparations for the Address List Review.

Requirements for Participation

All 1999 Address List Review participants must read and sign the Confidentiality Agreement before receiving the Address List Review materials from the Census Bureau. The Census address list contains addresses, and the Census Bureau maps show housing unit locations, that are considered Census confidential by law (P.L. 103-430 and Title 13 United States Code). The housing unit locations on the maps, called map spots, are included in the information covered by the Confidentiality Agreement. These addresses, and the locations of map spots, are not to be discussed with or shown to anyone who has not signed the Confidentiality Agreement. These addresses also are not to be duplicated in any fashion, and cannot be used for any purpose other than the Address List Review. Chapter 2 discusses Confidentiality and Security Guidelines.

Census Bureau's Responsibilities

The Census Bureau's responsibilities include the following:

- Provide the training and support you need for the Address List Review activity.
- Provide materials you need to perform the Address List Review, either on paper or in computer-readable format.

- Process your map updates and block tallies.
- Recheck areas where you report discrepancies in housing unit counts.
- Provide feedback/final determination materials showing results from the field check.

Participant's Responsibilities

Address List Review participants must have good local and tribal address source materials to use in checking the Block Housing Unit Summary List and the Census Bureau maps. The local and tribal source materials should be current, and as comprehensive as possible. The highest elected official of each jurisdiction, or his/her designee, has primary responsibility to review the Block Housing Unit Summary List, the Census address list, and Census Bureau maps. These responsibilities include:

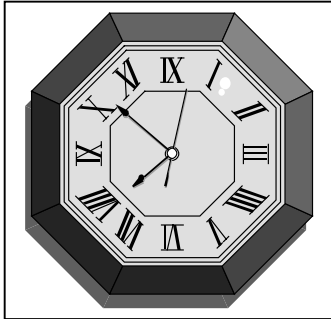
- Select staff to perform the Address List Review. Individuals in your jurisdiction who are involved in enforcement may not work on the address list review because it would create a conflict of interest for them.
- Ensure that all your review staff understand and sign the Confidentiality Agreement.
- Prepare or assemble your local and tribal address information and maps.
- Prepare your strategy for the Address List Review process.
- Ensure that your review staff understand the Census Address List Review procedures and Census Bureau terminology; a glossary explaining Census Bureau terms is located in Appendix A.
- Ensure that all materials needed for the Address List Review are received from the Census Bureau.

- Mail-back completed Block Housing Unit Summary List and corrected maps, and dispose of the Census address list and any maps after the Appeal phase of the Address List Review is completed.
- If you wish, review the feedback listings and maps to identify the need for any further corrections.

General Flow of the Program for 1999

1994----->Summer 1998----->Winter 1998----->1999		
Census Map Preview	Address Listing Operation	Update: Local and Tribal Address List Review Opportunity
Address Listing Map Review	Initial Census 2000 Address list	

Spring 1999----->Summer 1999---->Spring 2000----->April 2000				
Update: Census Bureau Conducts Field Check	Feedback/ Final Determination to Tribal and Local Participants	Appeal Process	Update: Update/ Leave Operation to Deliver Questionnaires	Census 2000



Events for Address List Review 1999

- Invitations and participant identification
- Training seminars
- Ship materials to participants
- Participants conduct review and return corrected listings and maps
- Census Bureau conducts field check of blocks with discrepancies
- Preliminary feedback to participants
- Final determination materials
- Participants that still disagree can file an appeal and send documentation to appeal agency
- Office of Management and Budget processes appeal and issues decisions